

**VILLAGE DEVELOPMENT REVIEW BOARD  
WOODSTOCK TOWN HALL  
31 THE GREEN  
August 28, 2019  
DRAFT MINUTES**

MEMBERS PRESENT: Jane Soule, Wendy Spector, Randy Mayhew, Keri Cole  
MEMBERS ABSENT: One Vacancy  
OTHERS PRESENT: Emma Lyford, Barbara Barry, Joby Thompson, Jack Rossi,  
Matthew Stout, Ashley Paterson, Michael Brands

**I. CALL TO ORDER 7:30 PM**

**II. PUBLIC HEARING**

**A. OLD BUSINESS None**

**B. NEW BUSINESS**

**1. V-3475-19 Sustainable Woodstock**

The application is for Site Plan and Conditional Use approval to construct an amphitheater. The property is located at Maxham Meadow Way and zoned Community/Conservation/Flood Hazard.

Ms. Lyford, engineer, presented the application. Mr. Rossi, Ms. Barry and Ms. Thompson, members of Sustainable Woodstock, aided the presentation.

The VDRB reviewed the site plan and renderings of the proposed structure.

The East End park is owned by the Village of Woodstock. Sustainable Woodstock, with Board of Trustees approval, has been very active in creating the park from a former snow dump site.

The current proposal is to place a 3800 square foot stone amphitheater on site for use as a public event space. Seating would be five 2' foot tall stone walls spaced 7' feet apart. Maximum seating within the structure would be 90-100 persons.

The site plan noting flood plain, flood way, sewer line, and stormwater drainage was reviewed. The map did not note placement of either the 50' or 100' riparian buffer areas.

The site plan includes a “geoblock” driveway to the river, that is not part of the application.

The application will require review by the Conservation Commission for riparian buffer impact at their September 18, 2019 meeting.

The State officials noted no concerns with either flood issues or riparian impacts.

There would be no negative impacts to the flood hazard areas. There is no proposed filling. There are areas where capacity would be increased due to removal of material from within the flood zone.

The State's riparian review covers a 50' buffer from river's edge and not the 100' Town buffer. The structure is mostly outside of the 50' buffer. However, almost the entire property is within the 100' riparian buffer.

An additional underground drainage system (perforated pipe with gravel on top) is proposed to handle excess stormwater. These would be added to the existing rain garden system built into the west side of the property.

Parking is a major concern. The Town Planner noted at a minimum, 34 (1 per 3 persons) spaces are required. Currently there are 16+/- spaces on site at the park and ride, none of which are dedicated to the amphitheater use. The application states "individuals will find parking when it is needed". The site plan had no parking areas shown.

Mr. Rossi, landscape architect and volunteer, suggested future parking could address the parking needs. There are plans to place up to 47 parking spaces along the edge of the park. The plans have not been approved.

The Town Planner noted there is street parking along Pleasant Street but not sufficient to address the need. During last year's food truck event, which had up to 1000 participants over a 12 hour period, people parked all over the east end wherever they could find a space. This was very disorganized leading to numerous complaints from area landowners.

The VDRB stated the Conservation Commission will review the proposal at their next meeting on September 18, 2019. The VDRB agreed the applicant needs to supply more detail on how parking will be achieved.

Mr. Mayhew noted a letter requesting a waiver of parking showing off-site alternatives could be submitted.

The Town Planner suggested marking all area public parking spaces as a means of addressing the parking needs.

After discussion, Ms. Cole moved with a second by Ms. Spector to continue the hearing to September 25, 2019. The motion passed with a 4-0 vote.

**2. V-3476-19 Matthew Stout**

The application is for Conditional Use approval to use property as a Short Term Rental. The property is located at 10 Highland Avenue and zoned Residential High Density.

Mr. Stout presented the application.

The VDRB reviewed the floor plan, site plan and Short Term Rental worksheet. The owner wishes to rent a home out as a Short Term Rental.

The owner does not live on site but does live in the Town. His preference is to rent the home out on a long term basis but wants the ability to do short term rentals in between renters. Due to the recent threat of a moratorium, he felt it best to apply for the STR.

He has read Section 525 Short Term Rental regulations and understands the criteria.

A letter of approval from the State Fire Marshal's office is in the file.

The site plan shows four parking spaces.

Currently the home is rented to a long term renter.

Mr. Mayhew asked when the home was built. It was built in 1930. Mr. Mayhew advised the owner to be aware of potential lead issues.

The VDRB reviewed Sections 525 Short Term Rental and 710 Conditional Use criteria with the applicant.

Testimony was voted close.

**3. V-3477-19 Rolf Diamant/Nora Mitchell**

The application is for Design Review approval to replace five windows. The property is located at 4 River Street and zoned Residential Low Density/Design Review District.

The application was issued administratively as a minor application.

**4. V-3478-19 Jonathan & Kathryn Biele**

The application is for Design Review Approval to amend Permit #V-3305-17 to include moving skylights down the roof, adding a shed & exterior lighting. The property is located at 17 River Street and is zoned Residential Low Density/Design Review.

The application was continued by the Design Review Board due to lack of attendance by applicant.

**C. V-3481-19 Kevin McCarthy**

The application is to obtain Design Review Approval to relocate A/C Condenser unit & add enclosure for unit. The property is located at 9 The Green and zoned Residential Low Density/Design Review.

Ms. Paterson of Boynton Construction presented the application.

The VDRB reviewed the site plan, brochure and proposed fence enclosure renderings.

The existing air conditioning condenser located in the rear of the house, had stopped working properly. Repair would entail tearing up the existing patio to replace the buried refrigerant line.

The applicant is requesting the relocation of the unit from the north side of the property to the west side with placement adjacent to the side of the house and 18' 9" from the property line.

Due to visibility factors, a fence enclosure is proposed.

After the Design Review Board hearing, a more detailed site plan and photographs of the site were requested. The Board reviewed the updated site plan and photographs via emails and recommended approval as submitted.

The 30" x 30" x 30" heat pump would be placed 5' south of an existing porch and 6" away from the building. All associated tubing would run through the basement. A 3'6" tall fence (to match the main front fence) would enclose the heat pump on three sides. There would be two gates, one at each end (fuel line access and heat pump maintenance).

The VDRB reviewed the Section 405 Design Review criteria with the applicant.

Testimony was voted close.

**6. V-3483-19 Frost Mills Nominee Trust**

The application is for Design Review approval to amend permit #V-3450-19 to clarify that most of the exterior construction of the house will be brick. The property is located at 34 Elm Street and zoned Residential Low Density / Design Review.

The applicant was unable to attend. The Town Planner presented the application.

The Notice of Decision for V-3450-19 states the main walls of the home would be sided with clapboards, when in fact the owner is requesting a brick facade.

The drawings as presented did not detail the brick on the wall. Therefore, the drawings appeared to be clapboard.

An updated drawing was submitted which clearly notes the brick siding.

The applicant is requesting the amendment to clarify the record.

The Design Review Board recommended approval of the change at their last meeting.

The quoins at the corners of each wall would be brick.

The porches would be tongue and groove wood siding and would be painted.

The clapboard would also be painted, not stained.

Testimony was voted closed.

### **III. OTHER BUSINESS - None**

### **IV. DELIBERATIONS**

**A. V-3475-19 Sustainable Woodstock** Continued

**B. V-3476-19 Stout**

After discussion the following findings of fact were established:

1. The VDRB reviewed the floor plan, site plan and Short Term Rental worksheet.
2. The owner wishes to rent a home out as a Short Term Rental.
3. The owner does not live on site but does live in the Town. His preference is to rent the home out on a long term basis but wants the ability to do short term rentals in between renters. Currently the home is rented to a long term renter.
4. The applicant has read Section 525 Short Term Rental regulations and understands the criteria.
5. A letter of approval from the State Fire Marshal's office is in the file.
6. The site plan shows four parking spaces.
7. The VDRB reviewed Sections 525 Short Term Rental and 710 Conditional Use criteria with the applicant.

After additional discussion, Ms. Cole moved with a second by Ms. Spector to approve the application as presented.

The motion was approved with a 4-0 vote.

**C. V-3477-19 Diamant/Mitchell** Approved Administratively

**D. V-3478-19 Biele** Continued

**E. V-3481-19 McCarthy**

After discussion the following findings of fact were established:

1. The VDRB reviewed the site plan, brochure and proposed fence enclosure renderings.
2. The existing air conditioning condenser located in the rear of the house, had stopped working properly. Repair would entail tearing up the existing patio to replace the buried refrigerant line.
3. The applicant is requesting the relocation of the unit from the north side of the property to the west side with placement adjacent to the side of the house and 18' 9" from the property line.
4. Due to visibility factors, a fence enclosure is proposed.
5. After the Design Review Board hearing, a more detailed site plan and photographs of the site were requested. The Board reviewed the updated site plan and photographs via emails and recommended approval as submitted.
6. The 30" x 30" x 30" heat pump would be placed 5' south of an existing porch and 6" away from the building. All associated tubing would run through the basement. A 3'6" tall fence (to match the main front fence) would enclose the heat pump on three sides. There would be two gates, one at each end (fuel line access and heat pump maintenance).
7. The VDRB reviewed the Section 405 Design Review criteria with the applicant.

After additional discussion, Ms. Cole moved with a second by Ms. Spector to approve the application as presented.

The motion was approved with a 4-0 vote.

**F. V-3483-19 Frost Mills**

After discussion the following findings of fact were established:

1. The Notice of Decision for V-3450-19 states the main walls of the home would be sided with clapboards, when in fact the owner is requesting a brick facade.
2. The drawings as presented did not detail the brick on the wall. Therefore, the drawings appeared to be clapboard.
3. An updated drawing was submitted which clearly notes the brick siding.
4. The applicant is requesting the amendment to clarify the record.
5. The Design Review Board recommended approval of the change at their last meeting.
6. The quoins at the corners of each wall would be brick.
7. The porches would be tongue and groove wood siding and would be painted.
8. The clapboard would also be painted, not stained.

After additional discussion, Ms. Spector moved with a second by Ms. Cole to approve the application as presented.

The motion was approved with a 4-0 vote.

**IV. APPROVAL OF MINUTES**

The minutes of August 14, 2019 were approved as submitted.

**V. NEXT MEETING**

The next meeting of the VDRB will be September 11, 2019.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:30 pm.

Respectfully submitted,

Michael E. Brands, AICP  
Town Planner